

Mount Joy Borough Authority  
Pre-Authority  
February 20, 2018  
Minutes

The Mount Joy Borough Authority held its Pre-Authority meeting on this date in Council Chambers of the Borough Offices Building. Present were Chairman Rebman, Mr. Derr, Mr. Hiestand, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman and Joe Ardini, Dale Kopp from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 PM.

**Public Input Period.**

There was no one present from the public.

**Consulting Engineer Report.**

Mr. Dale Kopp provided updates on the following projects and developments:

South Jacob Street Water Treatment Plant and Well 3 Site – Mr. Kopp discussed the items on the construction schedule that are completed and the items that are in progress. Mr. Kopp stated that PACT TWO provided a quote to install at 4" Mud Mat. After further discussion, it was decided to revisit this proposal the beginning of March. Mr. Kopp also noted that there was an accident on site where one of the employees was assisting with the unloading of the 12" pipe which struck his foot after rolling off the dunnage. PACT TWO's insurance company and third-party safety consultant were on-site today. Mr. Kopp noted that PACT TWO is to mobilize a pipe crew at the end of March to start the water main work. Mr. Derr asked Mr. Kopp if he instructed PACT TWO to add the additional information requested on the construction schedule by the Authority Board as none of the information is on the schedule to date. Mr. Kopp replied that he did submit the request; however, PACT TWO updates the schedule every month, therefore, an updated schedule will be provided for March meeting.

DCED Grant Application – ARRO Continues to work with Authority staff to create exhibits for the Well 1 and 2 improvements.

Carmany Road Nitrate Resin Replacement – ARRO received the Public Water Supply Permit Amendment on January 19<sup>th</sup>.

Laurel Harvest Labs – ARRO completed the first review of the submitted plans and provided a comment letter on February 9<sup>th</sup>.

1335 Strickler Road – The contractor is continuing the installation of the water and sanitary sewer improvements.

950 Square Street – ARRO completed a review of the third submitted plans and provided a comment letter on February 9<sup>th</sup>.

Flyway Properties – ARRO is currently working on the second review of the submitted plan dated February 5<sup>th</sup>.

**Authority Manager Report.**

Mr. Leaman provided an update on the ER studies for a proposed well: Mr. Leaman stated that The ARM Group was in to conduct the ER Study on the two parcels of ground on February 8<sup>th</sup> and 9<sup>th</sup>. Mr. Leaman hopes to have a written report within the next couple of weeks.

Mr. Leaman informed the Board that he spoke with Mr. Michael Bensinger regarding an internship opportunity with the Authority. He extended the offer to Mr. Bensinger for the summer position at a rate of \$15.00 per hour and 28 hours per week, which he accepted. The Authority had received Mr. Bensinger's confirmation letter from Laurie Grove, Director of Career Services with Thaddaeus Stevens.

Mr. Leaman stated that the grant application for the Well 1 and 2 Project will be delivered to PA DCED on February 21<sup>st</sup> by Mr. Ardini.

Mr. Leaman informed the Board that Authority staff had their second budget meeting on February 15<sup>th</sup>. Mr. Leaman stated that due to schedule conflicts, he is looking to re-advertise the Finance Committee Meeting for March 5, 2018 at 10 AM.

Mr. Leaman noted that Authority staff had again met with Union Community Bank to discuss their proposal to the Authority. Mr. Leaman and Mrs. Fenicle discussed with the Board the comments from both Union Community Bank and Northwest Bank. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve Northwest Bank as their new Depository effective upon staff's discretion on the amount of time to establish the accounts with Northwest and closing the existing accounts with Union Community; motion carried.

Mr. Leaman stated that James Zink's mother passed away and he is planning on sending a contribution to the First Presbyterian Church in her memory in the amount of \$50.00.

Mr. Leaman informed the Board that Mr. Sam Sulkosky made him aware that the Borough was approached to see if they have interest in purchasing the Sico Building on Mount Joy Street.

Mr. Leaman discussed with the Board the proposed wage increases for staff. Mr. Leaman provided the Board with a layout of the increase for each employee which was followed by the rate survey that was prepared by NJ Hess Associates. Mr. Leaman asked the Board to review the information and would like to discuss this at the next meeting.

### **Assistant Authority Manager Report**

Mr. Ardini provided an update on the Construction Department:

- Staff was busy doing housekeeping work at the pump stations and booster station.
- Staff will be starting to repair the meters from this quarters meter readings.

Mr. Ardini provided an update on the Water Plant:

- Staff installed the new raw water influent meter that was budgeted and will be scheduling to install the new plant effluent meter which will need to be coordinated with Mr. Bruce Sherman due to the signal being processed in the PLC.
- The second part of the roof over the offices had been completed.

Mr. Ardini provided an update on the Waste Water Treatment Plant:

- The control panel at Fairview Pump Station was replaced on February 14<sup>th</sup> by Garden Spot Electric. This was a Capital Improvement Plan budgeted item.
- Staff have completed their portions of the annual Chapter 94 report and have sent the information to ARRO for them to enter into the report. ARRO will supply staff with a draft prior to submission.
- Staff is completing the EPA and PA DEP biosolids reporting for the 2017 calendar year.
- Staff are preparing for the laboratory inspection by PA DEP Laboratory Accreditation department which is scheduled for March.

### **Business Manager Report.**

Mrs. Fenicle provided and discussed the year to date budget reports.

Mrs. Fenicle provided an update on the accounting software: Mrs. Fenicle noted that there has been a change in consultants to build the data bases. Mrs. Fenicle stated that after speaking with the new consultant, it is anticipated with a go live date of May 1<sup>st</sup>.

### **Minutes of the Previous Meeting.**

A **MOTION** was made by Mr. Hamm and a second by Mr. Hiestand to approve the January 16, 2018 meeting minutes; motion carried.

### **Unfinished Business.**

There was no unfinished business to discuss.

**New Business.**

A **MOTION** was made by Mr. Hiestand and a second by Mr. Hamm to approve Payment Application No. 6 from PACT TWO in the amount of \$217,380.60 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated February 8, 2018; motion carried

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve Payment Application No. 2 from Garden Spot Mechanical in the amount of \$14,490.00 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated February 8, 2018; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to approve Resolution No. 3-18, the Maestro Health FSA Plan Document and the Summary Plan Description; motion carried.

**Any Other Matter Proper to Come before the Authority.**

There was no other matter proper to come before the Authority.

**Authorization to Pay Bills.**

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve the attached Requisition No. 20 as follows: \$48,105.77 from the Water Operating Fund and \$58,049.24 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Hiestand to approve the attached Requisition No. 20 from the 2016 Construction Fund in the amount of \$231,870.60; motion carried.

**Adjournment.**

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Hiestand to adjourn. Motion carried and the meeting adjourned at 5:40 PM.

Respectfully submitted,

John A. Hiestand  
Secretary